



GRACE CHRISTIAN ACADEMY

# FAMILY HANDBOOK

## WELCOME!

Welcome to Grace Christian Tutoring & Learning Center, INC. DBA Grace Christian Academy.

GCA was founded in 2014 for the express purpose of providing families the opportunity to get involved and be engaged with their student(s) education. We are a Christian based non-traditional educational school. We value you and your family and hope that you will find Grace Christian to be a wonderful place where your child continues to grow spiritually and academically.

This handbook contains information regarding GCA educational program. Your first responsibility as a parent is to thoroughly read the entire handbook and emphasize its importance to your child. If at any time you feel that greater understanding is needed, please do not hesitate to contact the front office.

## MISSION STATEMENT

As a mission of Grace Christian Academy, and in partnership with the family, GCA is established for the glory of God to educate and prepare students academically and spiritually by “pointing them in the right direction,” according to the word of God. The school seeks to enhance the gifts of each child and to assist students in realizing their need for salvation in Christ Jesus.

## FAITH STATEMENT

1. We believe in the verbal inspiration of the Word of God as the sole authority in all matter of faith and practice. (2 Tim 1:16)
2. We believe in the eternal Trinity of the Godhead in three persons; Father, Son, and Holy Spirit, each with distinct personalities but living as the combined essence of One Sovereign Being.
3. We believe in the eternal deity and spotless humanity of the Lord Jesus Christ.
4. We believe that man was created pure and holy, but through sin fell into depravity and is in need of a redeemer.
5. We believe that redemption was provided for all men through the death, burial, and resurrection of Christ and that salvation is a free gift of grace to all who believe.
6. We believe in the divine operations of the Holy Spirit as the executor of the affairs of the Church and that all believers should seek after his personal influence and work.
7. We believe that it takes the Word of God and the Spirit of God to bring forth the very destiny that God has for our lives,
8. We believe that the church is the universal body of the Lord Jesus Christ and that he is its sovereign head.
9. We believe it is our privilege and duty for all believers in Christ to walk in fellowship with God and to honor the Lord with a life of devotion and dedication.
10. We believe in the great commission to go into all the world and preach the gospel to every creature.

## PHILOSOPHY OF EDUCATION

The crucial aspect of every child's growth is to maintain a firm foundation academically and spiritually. We believe all students in their educational journey require effective learning in collaboration between teacher, student, and parent grounded in mutual respect and trust. Our main approach is to be able to teach any student to work in critical thinking, problem solving, writing, arithmetic, and social skills. Focusing on the basic fundamentals will allow students to continue their education successfully.

Our curriculum focuses on the scope and sequence method. The scope focuses on the breadth and depth of content to be covered in a curriculum at any one time (e.g. week, term, etc.) The sequence is the order in which content is presented to the learner's overtime. Therefore, a scope and sequence of learning bring order to the delivery of content, supporting the maximizing of student learning and offering sustained opportunities for learning.

## OUR PROGRAM

### Spiritually

The primary reason for GCA existence is to serve as a spiritual ministry and is formed to establish, maintain, and conduct a Christian non-traditional educational system based on Biblical principles and academic excellence. We are here to assist parents in building key fundamental foundations in each student's life by his GRACE.

G- To know **God**

R- To understand our **Righteousness** in Christ.

A- To walk in our **Authority** in Christ.

C- To build Godly **Character**

E- To have a spirit of **Excellence**

### Academically

Our academic program, through the non-traditional approach, seeks to provide student with the best possible program of studies. Non-traditional approach is where both teacher and parent work together in order to enhance the student overall educational experience. We believe the non-traditional system of education builds strong Christian character, which is the beginning of developing the whole person; mind, spirit, and body.

Our program focuses on students' grades K-12 by providing academics with extra-curriculum activities. Furthermore, students who attend GCA will complete 60% of their instruction on site with an academic teacher: the remaining 40% of independent study will be conducted at home.

- For example, if you choose our program, it means that during your child's time at the school (based on 30-hour school week) they will receive *up* to 18 hours of instructional time each week and the remaining 12 hours of school work must be completed at home or at a place that the parent designates.

- Grace Christian curriculum consists of Abeka Curriculum, Saxon Math, Bob Jones, Prentice Hall, etc.
- GCA hours of operation are Mondays through Fridays from 8:15 a.m. – 3:15 p.m.

### NONDISCRIMINATION STATEMENT

GCA admits students of any race, creed, color, national origin, gender, age or disability. We do not discriminate on the basis of race, creed, color, national origin, gender, age or disability in administration of its educational policies, admissions policies, scholarship, or other school-administered programs.

GCA provides an equal opportunity for individuals with disabilities to participate in the school's program and services by following policies and practices of inclusion, integration and reasonable modifications unless we are unable to accommodate in particular use.

### CONFIDENTIALITY

Information received from parents on enrollment forms is available to the administrative staff, the bookkeeper, and the teachers who work directly with the student.

Grace Christian employees respect the confidentiality of written, verbal and observed information. Any information regarding an individual student is discussed with parents privately.

### REGISTRATION POLICY

Fill out the Application Information form and return to Grace Christian Academy with a \$100.00 (early registration) or \$150 (standard registration) made payable to Grace Christian Academy.

- Complete the Parent Questionnaire
- Arrange testing and/ or send in current testing. If student has other testing such as behavioral or psychological, those documents should also be submitted. Contact admissions office if testing is more than 3 years old or if the student has never had testing.
- Deliver the Transcript Release Request and Teacher Recommendation forms to appropriate personnel at students' current school.
- Contact Admissions Office to schedule an appointment.

Registration must be done at the school. At the time of registration, all applicants must be a U.S. citizen or an eligible non-citizen and submit the following documents.

- Registration Fee
- Immunization
- Birth Certificate
- Transcript/ Report Card
- Completed Application
- Department of Education- Registration for Home school (6<sup>th</sup> -12<sup>th</sup>)
- Parental Agreement Form
- Book Fees
- Financial Agreement Form

## GEORGIA DEPARTMENT OF EDUCATION

In order to participate in the home school aspect of our program, parents must register their child with Georgia Department of Education (grades 6<sup>th</sup> -12<sup>th</sup> ). In addition, this registration is also important when obtaining driver's license/permits, work permits, etc. Please visit their website at [www.gadoe.org](http://www.gadoe.org)

### FINANCIAL POLICY

1. Registration fee is due when the paperwork is turned in and holds the student place for the upcoming school year.
2. GCA Financial Policy must be signed.
3. Tuition may be paid monthly or yearly.
4. Any payment received 5 or more days after it is due will be subject to a \$40.00 late charge.
5. Any checks returned to the school for non-sufficient funds will incur an additional \$40.00 fee. If two checks are returned, future payments must be made with cash or money order.
6. In the event that any payment herein above specified shall not have been received in full by the school within 30 days after the due date, student(s) accounts will be halted, and students(s) shall be subject to dismissal. Parents should contact the front office as soon as financial problems exist so an equitable solution can be worked out. Balances not paid may be turned over to a collection agency.
7. All tuition and fees are to be paid up to date by the end of each month. Students may not be allowed to start next semester until all past due accounts are paid in full.
8. High school seniors will not receive a diploma nor transcript until all balances are paid.
9. Students who enroll once the school year has begun will begin paying tuition on the first day they enrolled in school. In the event that a family moves out of the area because of job transfer, tuition will be required through the month of enrollment.
10. Registration & Annual fees are non-refundable.
11. Student damage to school property will be billed to parents.
12. Diplomas, transcripts of grades, report cards, or tests scores will not be issued until all outstanding balances have been paid in full.

### TUITION

Tuition is payable to GCA through draft payments from your bank account or credit card.

#### Application Fee

A non-refundable Application Fee is due upon applying.

- Open Enrollment: January 1 – April 1 | \$100 Application Fee
- Mid-Year Applications: April 2 – Dec 31 | \$150 Application Fee

#### Annual Fees

The Annual Fee of \$450.00 is due before June 3<sup>rd</sup>. This fee includes costs of textbooks, learning materials, technology, IXL, software fees etc. If Annual fees are not received by June 3<sup>rd</sup>, we reserve the right to remove the student from the class roster. All fees are non-refundable.

<b>Student Tuition</b>	<b>Monthly</b>	<b>Yearly</b>
<i>Kindergarten</i>	\$650.00	\$6,500.00
<i>1<sup>st</sup> - 5<sup>th</sup></i>	\$650.00	\$6,500.00
<i>6<sup>th</sup> - 8<sup>th</sup></i>	\$675.00	\$6,750.00

### **Tuition Payments**

Tuition payments may be made annually or monthly. Families payments are due the 1<sup>st</sup> of each month. Automatic payments can be made from a checking or savings account or a credit card, if applicable.

- Monthly payments: 1 equal installments from August – May.
- Annual payments: due by August 5<sup>th</sup>

### **LATE PAYMENT FEE**

Tuition is due the 1<sup>st</sup> of each month. Failure to pay tuition before the 5<sup>th</sup> of the month will result in a late payment fee of \$40.00.

### **DELINQUENT ACCOUNTS**

The success of our school hinges upon the commitment of families to make Christian education a financial priority, be involved in their child's education, and make their tuition and fees payment(s) on a timely basis.

The school relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it can quickly become a serious matter. The school understands that unexpected situations can and do arise and the school strives to work with families. If unforeseen financial circumstances arise, families are responsible for contacting the school's Assistant Director as soon as possible to review the financial hardship and seek a mutually agreeable alternative tuition payment plan. When payments are not made in accordance with the tuition agreement, the following steps will take place:

#### **30 days past due:**

When an account becomes 30 days past due under the established tuition agreement, the financially responsible party will receive written notification requesting that tuition be brought current or that they contact the school to create an alternative tuition payment plan. It is the responsibility of the family and/or financially responsible party to contact the school to bring the account up to date or to create an alternative tuition payment plan with the school.

#### **More than 30 days past due:**

When an account becomes more than 30 days past due, the school's principal will issue the financially responsible party a written notice by certified letter. The notice will reiterate the terms of the financial commitment and request immediate attention to the matter. In addition to this notification, student(s) will not be permitted to school until the balance is paid in full or an alternative plan has been approved.

#### **Exclusion Policy:**

- Non-payment of a prior year's tuition will result in non-admission for the following school year.
- All tuition and fees must be current the first day of class or the student(s) will not be seated.
- Student(s) will be dismissed after 30 days for non-payment of financial obligations when the financially responsible party has failed to demonstrate sufficient good faith in attempting to meet these obligations.
- Students will not receive report cards until all financial obligations are met.

The school encourages all responsible parties to maintain open communication with the Business Manager to ensure a complete understanding of each family's financial circumstance. The goal of the school is to provide a Christian school education to every student that desires one. By working together, we can make sure this goal is met.

## ATTENDANCE POLICY

At Grace Christian Academy attendance is crucial in determining the academic success of the child. We believe student engagement as key to fulfilling our mission of preparing Christian leaders in the world, and a necessary prerequisite to a student's engagement is their presence. As such, we have established the following attendance policies we believe will best support the fulfillment of our mission.

### Attendance Policies

**Students should not be at school earlier than 8:00 a.m. unless enrolled in the Before Care Program.**

The teachers on duty will unlock and open doors at 8:00 a.m. Students are not to be in classrooms before that time. Note: Students may **NOT** be dropped off at the front entrance and left to wait.

Students in grades K-12 are dismissed at 3:15 p.m. School policy requires that dismissed students not enrolled in afterschool programs are to be picked up by 3:30 p.m., no later than 15 minutes after their class is out. Our faculty and support staff workloads do not allow us to insure proper care of your child outside of school hours. At 3:30 p.m., the student will be sent/taken to after school care and charged at the drop-in rate of \$25.00.

The school regards punctuality as essential to the successful operation of the learning environment. Tardiness causes distractions and interruptions for students and teachers. Persistent tardiness either to school or to individual classes will be addressed. Tardiness to school for any reason requires a tardy pass to class. Parents are encouraged to avoid subjecting students to discipline which results from tardiness. Any student arriving for school after 8:25 a.m. should be accompanied by parent or bring a written excuse signed by the parent explaining the tardiness. If the student does not have a note from a parent, a parent will be contacted. The note must include the following information: date of tardiness, reason for tardiness, and the signature of the parent or guardian.

### ***Tardy Policy:***

School begins at 8:15, students arriving to class after 8:15 are classified as late/tardy. Parent work schedules, poor weather conditions, oversleeping, car problems, parent errands are considered an unexcused tardy. If a student is tardy due to medical appointment, a doctors note detailing the time of the appointment will be required and is classified as an excused tardy.

### ***Consequences for unexcused tardiness:***

1. After a student is tardy to school (unexcused) four times in a nine-week period, detention will be assigned.
2. After the eighth tardy, a parent meeting will be held, and student will have to serve Saturday School.
3. After the twelfth tardy, a parent meeting will be held with an administrator to resolve the issue and additional consequences may be implemented.

## ABSENCES

**Excused Absences:**

Students are allowed (5) excused absences per semester. Note: When your child is absent, we must have contact from parents, either in writing or via telephone. **If a student misses more than 20 minutes of a class, the student will be marked absent.** There are times when it is necessary for a student to miss classes due to personal illness, serious illness, death in the family, or school related events. These absences will be considered excused, and the student will be given an opportunity to make up any class work missed; however, it is the responsibility of the student to obtain assignments and make up work that must be completed and turned in. As a general guideline, students will have one (1) day to make up daily assignments for each day absent. Students will be responsible for long-term projects/assignments as originally assigned. Teachers will make every effort to facilitate a student's successful return to class while encouraging student self-responsibility.

In the event a telephone call to the school is not made on the morning of a student's absence, a note on the day of the student's return must be submitted. The excuse following an absence must include the following:

1. Date note is written
2. Date of absence
3. Full name of student
4. Reason for absence
5. Signature of parent or guardian

***The following will constitute excused absences:***

1. Medical appointments and illness verified by a physician or parent. Parents are requested not to arrange appointments with doctors, dentists, etc., during school hours unless absolutely necessary.
2. Serious illness or death in the family.
3. Official school related events as approved by the principal.
4. Activities that are deemed educationally beneficial to the student as approved by the principal prior to the absences (one week for a trip). Parents are asked to contact the principal regarding family trips. Note: Excused absences are still counted towards a student's total absence count.
5. Family Trips: We request that trips of any kind while school is in session be limited since any absence affects the learning process. However, when trips are necessary, we require the following action:
  - Notify the principal and obtain permission at least a week prior to departure.
  - Make arrangements for make-up work as approved by the teacher(s) involved.
  - Any major assignments due during the absence must be turned in prior to leaving on the trip.

**Unexcused Absences:**

***Any reason other than those listed above will be counted as an unexcused absence.*** Students will be required to turn in any assignments due and to make up any test missed while they were absent but **full credit will not be received.**



## SCHOOL RECORDS

Each child must sign in and out in order to keep an accurate record. The school is responsible for maintaining attendance record for all students and transcript for a minimum of 7 years.

- The school will also maintain an academic transcript of each student grades, and test administered by the school.
- The student will be tested after each course.
- Iowa/Stanford 10 Standardized test and SAT test will be given to every students in grades 3-12.

## GRADUATION REQUIREMENTS

The following high school courses are required according to the State of Georgia in order to graduate from our program.

### GRADUATION REQUIREMENTS FOR NTEC SCHOOLS

College Preparatory      22

SUBJECTS REQUIRED	CREDITS REQUIRED
English	4
Science	4
Foreign Language	2
Electives	3
Math	4
Social Studies	3
PE	1

### NUMERIC GRADING SYSTEM

ACADEMIC CODE	BEHAVIOR/ WORK ETHIC CODE
A- (90-100)	E - Exceeds Standards
B- (80-89)	S - Meets Standards
C- (70-79)	N -Needs Improvement
D- (60-69)	U - Unsatisfactory
F (0-60)	

*\*Note: Numeric grades are displayed on report cards and transcripts. Transcripts are sent out to colleges with college application. First transcript is \$1.00; additional transcripts are \$3.00 each.*

### Homework

Homework may be assigned at any grade level, kindergarten through grade twelve. Homework assignments reflect the aims and goals of instruction. Homework is neither “busy work,” nor used as a means of punishment. Parents may supervise their child’s homework, but each student must do his/her own work. In grades seven through twelve, students will have a minimum of two daily or homework grades per week (this does not apply to dual credit courses).

### Makeup Work and Late Work Makeup

Makeup work applies to students who have an excused absence from school. Except in unusual circumstances (and approved by the appropriate principal) students with an excused absence will be allowed time equal to that of the absence, (one school day for each day absent) to complete daily assignments. For prolonged or chronic illness or injury, special arrangements may be made with the principal. Any written assignment or test not completed within the prescribed period of time will count as a zero in the student's grade record. Students must take the initiative in making up and turning in missed class work.

### **Late Work Policy**

Meeting deadlines is a skill that will help students in high school and beyond. We encourage students to turn in work by the assigned due date to receive full credit. When that is not possible, late work will be accepted under the following conditions:

- Work turned in the class period after the due date will reflect a 20 percent loss of credit.
- At the department's discretion, work graded in class may or may not be accepted late, as the answers were given to students.

## **PARENT-TEACHER CONFERENCES**

Parents may arrange for conferences on an individual basis by contacting the teacher with whom they wish to meet or as a group conference, which may be arranged by the principal or counselor. **Walk-in conferences without notice to teacher or administrator are not permitted.** Additionally, parent-teacher conferences are built into the school calendar twice during the academic year. Conferences can include such topics as work habits, potential, achievement, class expectations, grade level adjustment, and social adjustment.

Grace Christian Academy prioritizes the safety and security of our students, faculty, and staff, and desires to steward our resources well. An essential component of keeping our school safe and well-maintained is knowing who is in the building, where they are, and what they are doing. In that vein, all non-student constituents and guests on school grounds are expected to abide by all guidelines and expectations as defined in this handbook while on campus.

## **PROGRESS REPORTS AND REPORT CARDS**

All families will receive a progress report or report card on the days issued for that academic year. The purpose of the progress report is to provide parents with updates on student academic performance. Report cards are emailed or mailed to families at the end of each semester.

## **EXTRA CURRICULAR ACTIVITIES**

In addition to academic courses Grace Christian Academy offers Drama, Art, Chess and Guitar Classes. Please contact the front office for additional cost.

## BEFORE & AFTER SCHOOL

### Payments

All families must make payments on a monthly or annual basis. All payments will be charged through ACH Payment. Cash and check will not be accepted (refunds will be given annual enrollments only and will be given on a per-month (not a daily) basis.) Refunds for any month in which a child participated in after-school care for any amount of time will not be given.

- Example 1: Family enrolled in an annual plan (one payment for August-May) and participates in after-school care through September 5, after which a refund is requested. Family will receive a refund for October 1-May 31.
- Example 2: Family enrolled in a monthly plan for the month of September but requests a refund after the first week. Family will not receive a refund. Families who consistently fail to make timely payments may be asked to leave the after-school care program and may not be eligible for re-enrollment, at the sole discretion of the GCA administration.

**Student Behavior (before & after-school care)** Students are expected to comply with all instructions from their after-school care provider and must exercise the age-appropriate behavioral standards outlined in the GCA parent handbook. As an extension of GCA's overall vision and mission, the after-school care program adopts all GCA's standards of faith and practice relevant to its specific program mission. In no respect will there be separate standards of behavior that are different from, or contrary to, the general behavioral standards of GCA. Students who misbehave will be appropriately corrected and redirected with love by their after-school care provider. For any daily discipline problems, relevant parents will receive a discipline slip at pick-up. Students who regularly disobey or create a consistent negative environment for other students may be asked to leave the program, but not without the same process for parent meetings as outlined in the GCA parent handbook's discipline policy.

**Student Dress (after-school care)** Students must wear the uniform appropriate for the given day of the week during after school care, based on the uniform policies of the parent handbook.

**Smartphones & Electronic Devices (after-school care)** For students of all ages enrolled in the before or after-school care program, smartphones or any electronic devices are not permitted, and the electronic devices policy of the GCA parent handbook will apply. If a student must use a phone, they may ask permission to use the front office phone.

**Snacks (after-school care)** Students may bring a snack for consumption during after school care, although this is not required.

**Pick-Up (after-school care)** Pick-up from after-school care is promptly at 6:00 PM each afternoon. Parents or authorized guardians should enter via the front office and proceed to the classroom. All students, regardless of age, must be signed out before students will be released.

**Authorized Personnel for Pick-Up (after-school care)** For the safety of students, all students must be picked up by either a parent or by an authorized guardian as indicated on an authorized release form kept in the student's file. If any person arriving to pick up a student is not a parent or is not listed on the student's authorized release form, that person will NOT be permitted to pick up any students unless a written notice is submitted to the front office. No exceptions will be made on the basis of apparent familiarity, recognition, or friendship.

**Late Pick-Up (after-school care)** Pick-up from after-school care is at 6:00 PM each afternoon. If students are picked up late, they will be automatically charged \$10 per family per 10 minutes, starting at 6:00 PM.

- Example 1: A family whose student is picked up at 6:10 PM will be charged a \$10 late fee.

- Example 2: A family whose students are picked up at 6:20 PM will be charged a \$20 late fee.

Late fees are non-negotiable and will be automatically charged via paysimple and verified with sign-out sheet times. Exceptions will not be made for traffic of any kind. In the event of severe inclement weather, exceptions may be made at the discretion of the administration, but such exceptions should not be assumed.

### STAFF REQUIREMENTS

All members are required to have at least a Bachelors degree. All mentors not possessing college degrees (TRANSCRIPT) have completed at least 8 clock hours of instruction in mentoring.

### SERVICE LEARNING

All students are expected to fulfill 10 hours minimum (per year) to serve their community. Hours must be done outside of the regular school time. **No time off will be granted to fulfill service hours.** Paperwork is required from the director of the program in which you volunteer showing your completed hours.

### EMERGENCY PROCEDURES

If a Medical emergency arises, a qualified staff administers first aid care, calls the parent, and if necessary, emergency medical personnel. Staff will accompany the child to the nearest hospital where emergency treatment is administered. The staff will remain with the child until the parent arrives. In the event neither the parent can be reached, the child's physician will be contacted. It is essential for parents to provide information on where you can be reached, physician name and phone number, signed emergency waivers, and updated emergency contacts and waivers.

**Tornado Watch:** School will be dismissed at the discretion of the director. We will monitor the weather conditions and notify local T.V. and radio stations if we are not going to have school or dismiss early. Parents may pick up their children up from school, however, they must sign their child/children out at the front desk.

**Tornado Warning:** During a warning, the children will be placed at a designated safe location. Please DO NOT attempt to pick up your child during a warning. If warning is cancelled school will resume as normal. School will be dismissed at the discretion of the director. We will monitor the weather conditions and notify local T.V. and radio stations if we are not going to have school or dismiss early. Parents may pick up their children from school, however, they must sign their child/children out at the front desk.

**Fire:** If a fire is detected all students will be evacuated immediately at the designated safe location according to our fire evacuation plan.

### SCHOOL CANCELLATION

In case of severe weather school may be cancelled and students notified by email alerts or by phone.

## CONDUCT GUIDELINES

The goal of GCA is to provide the best possible learning environment in a Christian atmosphere. Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of enforcing classroom regulations in accordance to with school policy. Students are to comply with and support both the regulation and its intrinsic value. Home and school must be parallel in disciplinary outlook for moral training to be effective.

### **General Rules of Conduct**

GCA students' behavior, both on and off campus, should be consistent with the school's mission and values. Any illegal or inappropriate behavior may result in disciplinary action.

1. All school rules apply on all trips and at all school-sponsored events on school campus and away from campus.
2. Knives, firearms, or any other implements designed, intended, or deemed able to be used as weapons are strictly prohibited from GCA buildings, grounds, and vehicles parked on campus. Possession of such implements can result in student suspension or expulsion and possible criminal prosecution.
3. The use and/or possession of tobacco, electronic cigarettes, intoxicants, drugs, or drug paraphernalia including vape devices or vaping paraphernalia is prohibited. The use or the possession of any of these will result in a drug test at the student's expense and suspension or dismissal from school.
4. Technology use must be in compliance with the letter and spirit of the GCA Acceptable Use Policy (see below).
5. The use of obscene language or gestures, profanity, or vulgarity is prohibited.
6. Gambling in any form is prohibited.
7. Students are expected to conduct themselves in an orderly and respectful manner in the halls and on school grounds.
8. Public displays of affection on campus will not be allowed. Students will follow a "keep your hands to yourself" policy, which also includes: no roughhousing, no tripping, pushing, hitting, physical intimidation, etc.
9. Any students found to have defaced or destroyed property will be assessed the full cost of repairs or replacement, as determined by the school, and be subject to disciplinary action.
10. It is expected that students will adhere to general standards of order by cleaning up all areas (i.e., classrooms, grounds, gymnasium, buses, etc.) following student activities. Failure to do so could result in loss of privileges or other discipline.
11. Students are required to be supervised by an administrator, teacher, coach, or school endorsed sponsor when utilizing GCA facilities. Students not authorized to be on campus before or after regular school hours will be in violation of school regulations and will be considered trespassing. Students are not to be in unsupervised portions of campus or vehicles without faculty permission.

## CONDUCT GRADE

In an effort to encourage students to develop Christlike values, to reward them for implementing these characteristics at school, and to inform parents of their student's overall classroom behavior, teachers assign conduct grades at the end of each eligibility period.

E	Student is prepared for class: has supplies and homework completed, is on task and actively engaged in discussion, answers questions, helps others stay on task
S	Student is prepared for class: has supplies and homework completed, is on task. All students begin at this level.
N	Student behavior: sleeping in class, repeat cell phone offender (more than one time), disruptive in class, repeat dress code offenders, and/or behavioral received detention.
U	Student behavior: office referral, repeat detentions, repeatedly sleeping in class, dishonesty, belligerence

### DISCIPLINE OF CONDUCT AT GCA

Full cooperation is expected from both students and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to withdraw from school. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of Grace Christian Academy, whether or not there is any definite breach of conduct, he/she may be requested to withdraw from school.

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures are student-teacher conference, demerits, detention, student-administrator conference, parent-teacher conference, and Saturday school. Students can be suspended or expelled for excessive accumulation of demerits.

All students are to understand clearly that in order to maintain high standards of behavior, the school reserves the right to take appropriate disciplinary action in the case of any student guilty of misconduct, whether occurring on or off the school campus. A student who enters GCA becomes identified with the school – the school is judged by the way students conduct themselves. A student's conduct must reflect favorably on the student and on the school at all times.

#### Demerit System

We recognize that students will make mistakes. The demerit system establishes procedures to curb inappropriate behavior and to avoid undue punishment of occasional errors. The system is not intended to replace or alter a teacher's authority. Major behavioral infractions are punishable by immediate consequences, such as suspensions, and thus are not subject to the demerit system.

Students found to be in violation of certain school rules will be assigned demerits for their misbehavior. Demerits are cumulative. Parents are notified about demerits via Gradelink. **Three infractions equal one demerit.** Demerit slips will be filled out and submitted to the front office for the following infractions:

1. Disrupting class
2. Horseplay without malice
3. Dress code violations
4. Defiance, insolence, insults
5. Public displays of affection
6. Inappropriate language, gestures, and actions
7. Tardies
8. Leaving class/school premises without permission
9. Truancy
10. Chewing gum

11. Littering
12. Classroom misconduct
13. Noncompliance

**Major Infractions:**

Major infractions are those that warrant the intervention of a school administrator. In the event a student's behavior violates the safety of others, or if the student demonstrates defiance of school staff, or disrupts the learning of others, the student may be dismissed from class and referred to an appropriate administrator.

Students with knowledge of dangerous or disruptive behavior have a duty to report such behavior to school administration. Students that fail to report such behavior share culpability. No one may make false allegations or engage in retaliation against those who report misbehavior or who are called upon as a witness in an investigation.

*Major infractions include but are not limited to:*

- Any behavior that could result in suspension, expulsion, or the involvement of law enforcement
- Possession of a dangerous weapon
- Gang related activity
- Disruptive behavior
- Cheating or plagiarism
- Defacing or injuring school property
- Harassment, bullying, cyber-bullying, hazing and retaliation

Demerits are cumulative and will be reset to zero at the beginning of each quarter. The following actions are taken as demerits accumulate within a quarter:

**Demerit Action**

1-4 Email notification to parent

5 Demerits - completion of detention from 6:45 AM – 7:45 AM (\$10.00 fee)

*(Failure to Serve Detention or Arrive Promptly - student will be required to serve another detention if he or she fails to appear, in addition to the one originally assigned.)*

10 Demerits – completion of Saturday School 7:30 AM – 10:30 AM (\$40.00 fee)

15 Demerits – Out of school suspension

20 Demerits – result in parent-administrator meeting.

**Definitions and consequences for students who receive disciplinary actions for their behaviors:**

➤ In-school suspension (ISS) means that the student will be isolated at school away from the rest of the student population. The student in ISS will receive full credit for all of the work missed during ISS as long as it's turned in the following day.

➤ Out-of-school suspension (OSS) means the student will not attend school must complete and turn in all academic work/quizzes given to him or her during OSS the day that they return to the classroom. Students will receive zero credit for this work. If the student fails to turn in the missed class work/quizzes, he or she will receive two zeroes for each missed assignment/quiz. Students may make up missed tests upon their return to class for a grade.

## Classroom Discipline

- Teachers maintain classroom discipline by giving “infractions” that lower conduct marks when necessary. On the third classroom infraction, and each one thereafter, the teacher will issue a demerit. Students are notified when they receive a demerit.
- All infractions and demerits are entered into Gradelink under student discipline.
- In the case of a severe or frequent disruption, the teacher may bypass other consequences, issue a demerit, or send a discipline write-up to the principal.

## BULLYING

Bullying is defined as unwanted repeated threats, teasing, harassment or physical aggression towards a person directly or indirectly. Students who feel they are being bullied need to report the behavior to school personnel. Students who engage in bullying another student risks their enrollment at GCA.

## CHEATING

Cheating is defined as:

- Having another student’s homework, test, quiz or workbook, or allowing a student to copy or have access to your work without given permission from your teacher.
- Obtaining test or quiz in advance through unauthorized means.
- Giving answers during a quiz or test orally or by intentionally allowing another student to copy your answers.
- Plagiarism- submitting as your work that was produced by another source.

Consequences of cheating:

- Student will receive a grade zero on test, quiz, or homework assignment.
- Student may possibly receive suspension.
- Multiple cheating occurrences will lead to expulsion.

## COMPUTER ACCEPTABILITY

Grace Christian is now offering Internet access for student use. This document contains the Acceptable Use Policy for your use of all computers, software and internet access while at Grace Christian Academy (hereafter referred to as GCA Computer Network).

### **A. Educational Purpose**

1. GCA Computer Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities
2. GCA Computer Network has not been established as a public access service or a public forum. GCA has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in \* (disciplinary code) and the law in your use of The GCA Computer Network.
3. You may not use GCA Computer Network for commercial purposes. This means you may not offer, provide, or purchase products or services through GCA Computer Network.

### **B. Student Internet Access**



1. All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
2. Elementary students will have e-mail access only under their teacher's direct supervision using a classroom account. Elementary students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their parent.

### **C. Unacceptable Uses**

The following uses of GCA Computer Network are considered unacceptable:

#### **1. Posting Personal Information**

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- b. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

#### **2. Illegal Activities**

- a. You will not attempt to gain unauthorized access to GCA Computer Network or to any other computer system through GCA Computer Network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use GCA Computer Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

#### **3. System Security**

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download software.

#### **4. Inappropriate Language**

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a You are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

#### **5. Respect for Privacy**

- a. You will not re-post a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

#### **6. Respecting Resource Limits.**

- a. You will use the system only for educational activities and limited.
- b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
- c. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- d. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.
- e. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development.

#### **7. Plagiarism and Copyright Infringement**

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

#### **8. Inappropriate Access to Material**

- a. You will not use GCA Computer Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another school. This will protect you against a claim that you have intentionally violated this Policy.
- c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The school fully expects that you will follow your parent's instructions in this matter.

### **D. Your Rights**

#### **1. Free Speech**

Your right to free speech, as set forth in the \* (disciplinary code), applies also to your communication on the Internet. GCA Computer Network is considered a limited forum, similar to the school newspaper, and therefore the School may restrict your speech for valid educational reasons. The School will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

#### **2. Search and Seizure.**

- a. You should expect only limited privacy in the contents of your personal files on the School system. The situation is similar to the rights you have in the privacy of your desk.
- b. Routine maintenance and monitoring of GCA Computer Network may lead to discovery that you have violated this Policy, the \* (disciplinary code), or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the \* (disciplinary code), or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your e-mail files.

#### **3. Due Process**

- a. The School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through GCA Computer Network.
- b. In the event there is a claim that you have violated this Policy or \* (disciplinary code) in your use of the GCA Computer Network, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator [or - will be provided with notice and opportunity to be heard in the manner set forth in the \* (disciplinary code)].
- c. If the violation also involves a violation of other provisions of the \* (disciplinary code), it will be handled in a manner described in the \* (disciplinary code). Additional restrictions may be placed on your use of your Internet account.

### **E. Limitation of Liability**

The School makes no guarantee that the functions or the services provided by or through the School system will be error-free or without defect. The School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored on the system. The School will not be responsible for financial obligations arising through the unauthorized use of the system.

### **F. Personal Responsibility**

When you are using the GCA Computer Network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about same as they are in the real world. **But the fact that you can do something or think you can do something without being caught does not make it right to do so.** Even if you don't get caught, there is always one person who will know whether you have done wrong -- and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

## ARTICLES PROHIBITED AT SCHOOL

- Students are not permitted to have cell phones in their possession at school unless it is kept in their book bag or purse.
- Any cell phones seen or heard will be confiscated and will be returned that day on to the parent or guardian.
- *Smoking/Weapons/Illegal Substances:* Smoking, possession of concealed or unconcealed weapons, illegal substances (drugs, alcohol are NOT allowed at GCA or in possession of students. The school will contact law enforcement in the case in which illegal substances are found.)

## VIOLENCE OR THREATS

It is our desire to provide a safe environment for all students. Threats and violence will NOT be tolerated. Claims made by students will be investigated to determine their validity and whether further action is required. Each complaint will be dealt with on a case to case basis.

## INAPPROPRIATE LANGUAGE

Inappropriate (profane, offensive, derogatory) language is not allowed in the classrooms or on the property of Grace Christian.

## STUDENT DRESS CODE

Girls Uniform Code- All Grade Levels	
Skirts:	GCA Plaid, Navy Blue or Khaki- Skirts must be no shorter than 2 inches above knee.
Jumpers/Dresses:	GCA Plaid or Navy ( dresses must have GCA logo)
Skorts:	GCA Plaid, Navy or Khaki – Skorts must be no shorter than 2 inches above knee.
Pants:	Khaki /Navy Pants - Must be worn with a belt.
Knit Shirts:	White or Navy. Shirts can be short or long sleeved. Shirts must be tucked in. Solid white or navy undershirts can be worn under knit shirts. GCA monogram can be placed in left corner of shirt only.
Button Down Shirts:	Short or long-sleeved Shirts. Solid white Oxford button down with Peter Pan collar. Shirts must always be tucked in. GCA monogram can be placed on collar only. Solid white t-shirts or turtlenecks can be worn underneath button downs.
Sweaters:	Navy Sweaters with GCA logo
Stockings/Socks:	Solid White or Navy. Brown or Black socks can be worn with pants/shorts. Socks must always be worn with shoes. Solid White or Navy only when wearing dress/jumper.
Shoes:	Topsiders: Black, Brown, Navy, or Tan. Bucks: Black, Brown, or Tan. Wallabies: Tan or Brown. Oxfords: Black, Brown or Navy. Tennis Shoes: Solid Brown, Black, Navy, or White. All shoes must be flat and closed toed. No brightly
Belt:	Solid Black or Brown Belts
<i>All GCA monogramed shirts, jackets, sweaters, vests, and plaid can be found at AI Uniform (Located at 7601 Waters Ave. Savannah, GA) or order by calling the front office.</i>	

## Girls Uniform Code- All Grade Levels

Pants:	Khaki, or Navy Pants
Shorts:	Khaki, or Navy Shorts
Dress Shirts:	Short or Long-sleeved Oxford White button-down collars. Shirts must be tucked in. Must be monogrammed with official GCA monogram at the pocket. White undershirts can be worn under dress shirts.
Knit Shirts:	Short or Long-sleeved Navy or White shirts. Shirts must be tucked in. Solid White or Navy under shirts can be worn under knit shirts. GCA Monogram can be placed on left side chest only.
Sweaters:	Navy Sweaters with GCA logo
Socks:	Solid Black, Navy, Brown, or White socks can be worn. Socks must always be worn with shoes.
Jackets/Pullovers:	<u>Navy Jackets ONLY</u> . White, Grey, or Navy Pullovers All jackets and pullovers must have GCA logo.
Shoes:	Topsiders: Black, Brown, tan, or Navy. Bucks: Black, Brown, or Tan. Wallabees: Tan or Brown Tennis Shoes: solid: white, black, navy or brown.
Belt:	Solid Black or Brown Belts
<i>All GCA monogrammed shirts, jackets, sweaters, vests, and plaid can be found at A1 Uniform (Located at 7601 Waters Ave. Savannah, GA) or order by calling the front office.</i>	

*All violations of the uniform policy will result in corrective action outlined in the discipline policy.*

- All students are required to wear uniform Monday-Thursday.
- Shirts are to be tucked in at all times.
- All students must wear khaki, navy pants or khaki, navy shorts. **BLACK PANTS/ LEGGINGS WILL NOT BE ALLOWED.**
- Boys and girls are always required to wear a black or brown belt with pants/shorts.
- All undergarments must match their uniform. If your child is wearing a white shirt student must wear a long sleeve white under shirt or white tank top etc. Undergarments that are not school colors are unacceptable.
- Only Navy-blue jackets/ wind breakers with the GCA logo are permitted. **NO HOODIES ALLOWED** (If your child wears a coat/hoodie, they will be asked to take it off inside the building)
- Students must wear white, navy, brown, or black socks (**NO MULTICOLORED SOCKS**)
- Shirts/Pants that are dirty, have holes, or stained are not acceptable. **CARGO PANTS WILL NOT BE ALLOWED.**
- (GCA plaid can be found at A-1 Uniform or at the school store). Girls are required to wear navy blue stockings with their skirts (black leggings are not acceptable under skirts).

## MEDICINE

All medication should be given outside of school hours, if possible. Only medication that is required to enable a student to stay in school may be given at school. The initial dose of medication must be administered at home, doctor's office, or hospital. If necessary, medication can be given at school under the following conditions:

1. All medication (prescription and over-the-counter) must be:
  - a) provided by the parent.
  - b) in its original, properly labeled container.
  - c) labeled bottles for this purpose – one for school and one for home. An extra bottle is required if medication is to be administered on a field trip.
  - d) accompanied by a specific written request signed by the parent/guardian.
  - e) The prescription medication form must be complete with a physician signature. (A copy of the prescription with the physician signature may also be used.)
  - f) placed in a locked cabinet in the nurse/administrator's office.
  - g) administered by a school nurse or by a designated non-health professional.

*\*Medication sent in baggies or non-properly labeled containers will not be accepted or given.*

2. Grace Christian Academy can assume no responsibility for loss or negligent behavior when the student carries his/her conventional or alternative medication or dietary supplement without the knowledge of the staff. Non-compliance may subject the student to disciplinary action.

3. Only authorized school personnel may administer topical medication to a student as part of first aid protocol.

4. The school nurse/school personnel must be consulted if the student requires long-term medication (including asthma and anaphylactic allergy), any healthcare procedure, or monitoring. In the event of a life-threatening allergic reaction, GCA will follow emergency procedures.

### Emergency Information

The school may occasionally contact parents due to an emergency or illness, and it is imperative that parents maintain up-to-date information with any family information changes (name, address, home, cell, or office phone number, email addresses, etc.). Parents must also provide the school with emergency contact information, for emergency situations, should a parent be unavailable. The first priority in an emergency situation is to address the medical and/or emotional needs of the student. The school will promptly notify parents (or those listed as Emergency Contacts) to be advised of the situation.

## FIELD TRIPS AND COMMUNITY BUILDING OPPORTUNITIES

Scheduled trips are planned to coincide with academic studies. Additional funds are needed to cover expenses for such events and are not included in the regular tuition or fees. The parents of those students

involved must supply these funds. Classes will not be held for students who do not participate in these events.

### AGREEMENT

Where the student is a legal minor, the Parent/Guardian shall enter into this contract on behalf of the student and shall accept and agree to all the terms and conditions herein on behalf of the student.

The school is committed to serve and assist students by pointing them in the right direction according to the word of God and the Spirit of God. The Spirit of God will lead them and enable them to go to every nation with Gods healing, and compassionate power in order to meet the need of humanity. The school also seeks upon graduation that each student will be ready to fulfill the great commission where God has called all born again believers according to Matthew 28:18-20.

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Student Name (Print)                      Student Signature

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Parent Name (Print)                      Parent Signature

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Director Name (Print)                      Director Signature